T/II/M-4
5 November 1964

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Bibliographics (Item Identification) - Task Team II

Minutes of the Fourth Meeting - 2 November 1964

Members or Their Representatives Present

25X1   CIA   ⬚   Chairman

         DIA
         NSA

         Air Force - Lt. Col. Robert R. McAnaw
25X1   CSS   - ⬚   Secretary

Others Present

25X1   ⬚   CIA (DD/CR)

1. Minutes of the third meeting were approved.

25X1   2. ⬚ proposed discussion of a name change for the Task Team.
He pointed out that the title "Bibliographics" and the characteristics
usually associated with it do not coincide, in all respects, with the USIB
Directive D-39. 7/5 to "Develop and publish a standard item list" and to
"Develop and implement standardized item description lists". Therefore,
it is deemed desirable to sharpen the focus of the effort as indicated in
the Terms of Reference and to establish a more representative name for the
Task Team. After some discussion, it was proposed by ⬚ and   25X1
concurred in by all other Task Team members that the name "Item Identification"
be submitted to CODIB for their approval. ⬚ indicated that prior   25X1
to CODIB approval it would be permissible to carry the proposed name in
parenthesis after Bibliographics (as appears in the heading of these minutes).

25X1   3. Lt. Col. McAnaw raised the question of alternate members for the
Task Team. ⬚ stated that alternate members could be designated on
a permanent or ad hoc basis. Also he indicated that alternate members
were welcome to attend with their principal whenever it was deemed desirable.
The secretary requested that sufficient advance notice be given to permit

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security checks and other administrative planning.

4. It was noted that the requirement for special clearance of the Navy designee had been referred to the secretary, CODIB who had discussed the matter with [ ] DIA CODIB member. [ ] indicated that he had talked with Lt. Col. Case, Army CODIB member concerning an Army member on the Task Team. Lt. Col. Case indicated he was still working on the problem and hoped to be able to designate an individual in the near future.

5. The next order of business addressed the Terms of Reference for the Task Team. Accordingly, it was proposed that under paragraph II. D. sub-paragraph 4 be added as follows: CODIB members: Assist in obtaining additional, necessary departmental support for Task Team efforts. In paragraph II. D. 3. 1st line change to read: CODIB Support Staff: Work at various times with the SCIPS data base. Paragraph II. D. 3. 3rd line change to read: identify alternate.... Paragraph D. 3. 11th line change to (task 7) and 13th line to (task 8). These changes together with those made at the third meeting constitute the proposed changes to the Terms of Reference by the Task Team. These Terms of Reference will be submitted to CODIB for their final approval.

6. [ ] indicated that the plans to discuss possible item categorization, existing agency regulatory issuances pertaining to item control, and detailing the steps to be taken under the Terms of Reference, originally scheduled for this meeting, would be undertaken at the next meeting. This was done in view of the briefings on dissemination and on the Intellofax System which would be presented by [ ] DD/CR and [ ] LY/CR.

7. [ ] indicated that she believed plans were being developed by [ ] Chairman, Task Team I to have NSA brief on their products and their primary dissemination. She suggested that these briefings would be of interest to Task Team II and should be done by NSA for both teams at the same time. [ ] agreed and asked [ ] to make the necessary arrangements with [ ].

8. The meeting was then turned over to [ ] who presented their briefings.

9. The next meeting of the Task Team is scheduled for 1330, 9 November 1964 at CIA Headquarters.

Secretary